

Curriculum Vitae

MOHAMMED ABDULLAH

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Location: Abu Dhabi, UAE.



Career Objective:

To build a career in a reputed company of good environment with committed and dedicated people, where my experience will help me to explore myself and realize my potential for implementing and improving world class quality management to achieve personal as well as organizational goals.

WORK EXPERIENCE (6 YEARS):

Worked as **Store Keeper** in **S.S.K. Construction, Armoor-India** from **January 2015 to August 2021**.

Roles & Responsibilities:

- Performing the task allotted by the manager and preparing stock list, dispatching the goods as per project teams request.
- Inspecting and cross verifying the received material at store.
- Maintain records of materials ordered and received.
- Preparing the documents as per ISO procedure.
- Updating the inventory data on every 28th of month.
- Handling office tasks, such as filing and generating required reports.
- Coordinating with supplier for material delivery and assigning team for offloading the material.
- Stocking the material properly in the warehouse.
- Arranging the transportation to dispatch the material based on the urgency.
- Inform QC team to carry out the inspection on the received material.
- Witnessing the third party inspection at warehouse and making necessary arrangements for conducting the inspection

EDUCATIONAL QUALIFICATION:

- Intermediate from Board of Intermediate Education, Hyderabad A.P.
- SSC from Board of Secondary Education, Hyderabad.

TECHNICAL QUALIFICATIONS:

- MS – Office (Word, Excel, Power Point).
- Auto Cad (Civil Draughtsman)

STRENGTHS:

- Hard working
- Quick learner
- Good communication skills
- Reliable
- Goal Oriented

PERSONAL DETAILS:

NAME : MOHAMMED ABDULLAH
FATHER NAME : GHULAM MUJEEB UDDIN
DATE OF BIRTH : 15 JULY 1991
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
LANGUAGES : ENGLISH, ARABIC, HINDI, & TELUGU

PASSPORT DETAILS:

PASSPORT NO. : U8684036
DATE OF ISSUE : 15 FEB 2021
DATE OF EXPIRY : 14 FEB 2031
PLACE OF ISSUE : HYDERABAD

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

MOHAMMED ABDULLAH